

DO

- ✔ **Pre-Project:** When required hire a Registered Design Professional (a Professional Engineer (P.E.) or Registered Architect (R.A.)) or a registered Contractor to ensure your project is Code-compliant.
- ✔ **Project Drawings:** Unless installed in connection with the construction or demolition of a one-, two-, or three-family building, only a Registered Design Professional (RDP) can submit construction documents, including drawings and other submissions, to the Department for approval.
- ✔ **Project Work:** Hire a Licensed/Registered General Contractor to perform the work. When **hiring a professional**, have a written contract that includes the Contractor's company name, address and license number(s).
- ✔ **Contractor Inspection and Maintenance:** All fences shall be installed, adjusted, repaired, and maintained in a sound condition, free of protruding or loose nails, wood, or metal, and with posts in an upright position restrained to prevent the fence from leaning or overturning, as required by **BC 3307.7.7**.
- ✔ **DOB: NOW Requirement:** Owner **must** provide their email address to the Department to obtain correspondence, inspections and final sign-off of the project.
- ✔ **Work Completion:** Contractor **must** properly notify the Department prior to removal of the fence to close the project application. Please note the fence cannot be removed until the structure is enclosed and all exterior work has been completed, thereby ensuring safety for the pedestrians. However, the construction fence **must** be removed once the structure associated with the project work is complete.

DON'T

- ✘ **Work Without a Permit:** Do not begin work without a NYC Department of Transportation (DOT) permit if there is any extension of the fence into a street roadway. Property Owners and the people performing work without a permit may face violations with penalties, court appearances, and civil and/or criminal penalties.

NOTE: The Owner of the building/property is ultimately responsible for the project, and their signature/consent is required for submission of the project application by their Design Professional, and Department approval. The Owner may attend plan examination appointments only if accompanied by the Applicant of Record or the Filing Representative.